

**POLICY STATEMENT FOR
CONSULTANT SELECTION PROCESS
RAPID CITY PUBLIC WORKS DEPARTMENT**

I. GENERAL STATEMENT

A. This policy addressing the selection and hiring of consultants shall be utilized when it has been determined that the services of a professional consultant or consulting firm are needed for a specific Public Works project. The firm or individual shall be selected according to this policy.

These projects may include, but are not necessarily limited to:

Preliminary Planning Investigations; Feasibility Studies; engineering Studies; Conceptual Designs; Master Plans; Landscape Architectural Plans and Specifications; Architectural Design Plans and Specifications; Engineering Design Plans and Specifications.

B. Other factors to be considered in this policy are size of contract. This policy shall be utilized for contracts larger than \$10,000 except under conditions (1) and (2) listed below.

1. The Public Works Director will also have the option to select a consultant directly if it has been shown that the scope of work for the consultant service is so specialized as to eliminate any other firm from being listed as a qualified consultant.

2. For contracts smaller than \$10,000 the option will be available to the Public Works Director to make a direct selection of a qualified consultant or consulting firm, providing that an agreement can be reached on the scope of services and the cost of providing these services.

C. As a general rule the City shall follow these guidelines on the number of firms to be interviewed. The numbers may have to be adjusted according to the scope of services and availability of qualified consultants.

<u>CONTRACT AMOUNT</u>	<u>NUMBER OF CONSULTING FIRMS TO BE INTERVIEWED</u>
\$10,000 - \$30,000	Two (minimum)
\$30,000 - \$150,000	Three (minimum)
Over \$150,000	Four (minimum)

D. Once a project has been identified through this policy where a consultant is to be hired or a number of consultants are to be interviewed for a project the

City shall then proceed by implementing the remaining steps pertaining to the final consultant selection, contract administration, and final consultant review and critique.

E. The purpose of this Policy is to select the best available qualified professional consultant or consulting firm to furnish and perform professional services for the City of Rapid City at a cost that is fair and reasonable to both the City and the consultant.

Comment: Highlighted area ADDED to General Statement

II. PRE-QUALIFICATION OF CONSULTANTS

A. The Public Works Administration shall keep on file a list of all consultants in the local community that have submitted a list of their firm's qualifications to the department. A master list of these consultants shall be prepared and will define the areas of experience of each firm. This action will be contingent upon the merits of each consultant's qualification submittal. Any consultant failing to make the master list shall be notified and be given an opportunity to resubmit for further consideration. This list will be utilized in the pre-selection process.

Comment: Highlighted area ADDED to Pre-qualification Statement

Annually the City shall place an announcement in the official newspaper inviting interested consultants to make a submittal of qualifications if interested in furnishing consultant services to the City. The text and frequency of public announcements may vary to meet State or Federal agency requirements. It shall be the sole responsibility of each consultant to annually submit its qualification statement. The information contained within shall be retained by the Department of Public Works to be released only on a "need to know" basis.

Comment: Highlighted area ADDED to Pre-qualification Statement

B. Included within the qualification submittal shall be, at a minimum:

1. A statement of current status of professional registration of consulting firm and of principal members of firm with South Dakota Board of Technical Professions;
2. A certificate of insurance including errors and omissions executed by the insurance carrier's authorized agent;
3. The education, experience, and qualifications of the personnel within the local firm;
4. A summary of work that has been done by the firm for the past five years;
5. A definition of the firms qualified areas of service;

Comment: Highlighted area ADDED to Pre-qualification Statement



6. A current GSA Standard Form 254;

7. A statement of types of projects and services for which consultant is requesting consideration.

Comment: Highlighted area ADDED to Pre-qualification Statement

III. DEFINITION OF PROJECT, FUNDING, REQUEST FOR PROFESSIONAL SERVICES WITH ATTACHED SCOPE OF WORK

A. Once a project has been identified as one which will require an outside consultant, the Public Works Administration and the appropriate Division Manager shall -

1. Identify the funding source and approximate costs.
2. Prepare for use of the Public Works Administration a request for professional services which will include a scope of work (The scope of work shall include, at a minimum, approximate time frame for completion; the design tasks to be accomplished; details on how the final plans, reports, specifications are to be prepared; required meetings; and other project related information.)

3. The Public Works Administration shall prepare a clear statement describing proposed project for discussion with Mayor and Council. This statement should be accompanied with staff's best estimate of probable project costs, time line of probable expenditures, and anticipated operation and maintenance costs. A schedule of various phases of activity necessary to accomplish implementation of project must also be available to Council.

Comment: Highlighted area ADDED to Definition of Project Statement

- a. If a Civil Engineering type project, precise limits of work and functional results of project is to be identified.
- b. If an architectural project, the expectations must be clearly and openly discussed so they are mutually understood by both staff and Council, and sponsoring user, if there be one.

No further steps are to be undertaken until project scope, character and function has been completely agreed upon and approved by Council.

4. The Public Works Administration shall then proceed with the consulting selection process.

IV. PRE-SELECTION COMMITTEE

A. A committee shall be formed which will have the responsibility of selecting consultants for specific project interviews or as defined in the policy may make the direct selection of a consultant for a project.

B. Members

Public Works Director
Engineering Division Manager
Others (if required and appointed by the Public Works Director)

C. Quarterly Meetings - The committee shall meet on a quarterly basis to identify the projects which are to be awarded to consultants during the next three months; review all the pre-qualified consultants in relationship to the evaluation criteria and select the group of consultants to be interviewed for each project.

The overall objective of these meetings is to examine all the consulting work for this entire timeframe and select the consultants for the interviews which will best serve the needs of the City as well as providing opportunities for consulting firms that receive the highest ratings, are well suited for the work; and are available to provide this service in the required timeframe.

The committee shall also select the specific interview team for each consultant project. For contracts larger than \$20,000 it shall be the general rule to include one of the members of this pre-selection committee as the chairman of the interview team.

Decisions developed at these meetings shall be reported as information at the next City Council meeting.

Comment: Highlighted area ADDED to Pre-Selection Statement

D. Supplemental Meetings - Other meetings may be required during the quarter to specifically select consultants to be interviewed on projects which are not identified at the time of the quarterly meeting.

The selection method shall be the same as that which is used at the quarterly meeting.

E. Evaluation Criteria

1. Size of the contract as compared to the size or ability of the firm and its associate firms and consultants as one team to handle the project;
2. Direct experience with this type of project with local staff (in-house capability);



3. Amount of work done with the City over the last 24 months (Note: Comparably sized firms would be rated together with the highest rating going to the firms with the least amount of work);
4. Ability to expand the firms capabilities by working with other consultants or branch offices (if required);
5. Past performance based upon past project evaluation of prior assignments with City;
6. Consultant's business practices; e.g. licenses, insurance, accounting procedures, ethics.

Comment: Highlighted area ADDED to Pre-Selection Statement

V. INTERVIEW COMMITTEE OR TEAM

The members of the interview committee will be selected by the pre-selection committee and will consist of a team of City staff (minimum of three) who will be working with the project and have the necessary expertise to properly and equitably evaluate the ability of the consultant to perform the work.

The committee may consist of such members as the Public Works Director, the Engineering Division Manager and various staff from the Engineering Division, Public Works Division Managers and staff from other Public Works Divisions and related City departments.

Public Works Director shall also have the option of appointing non-voting members to the committee. These individuals would be involved in the discussions and interviews that would lead up to the selection of the consultant but would not have a direct vote on the final selection. Their recommendations shall be fully considered by the voting members of the interview committee.

VI. INTERVIEWS AND CONSULTANT SELECTION

- A. For projects that have been defined as requiring the interview process prior to the selection of a qualified consultant, the following procedures shall be followed:

1. The firms selected for the interview shall be given the request for professional services and given approximately two weeks to prepare a statement of interest, with GSA Standard Form 255 and such other information the consultant may elect to provide to the City for review.
2. Interviews shall be scheduled with those firms that have submitted a statement of interest. Should a firm elect to not submit a statement of interest on a particular project, that act shall not have a long term adverse impact on future consideration.

Comment: Clarification of Statement



3. Interviews evaluation criteria shall include but not necessarily be limited to the following:
 - a. The six (6) items of evaluation criteria used by the pre-selection committee in Item IV. E;
 - b. Names of firm's staff to be assigned to project with description of each person's experience and how it relates to this project's specific requirements;
 - c. Name, experience and past performance of person to be assigned as project manager and to have direct contact with City staff;
 - d. Description and how implementation of quality control procedures will impact project;
 - e. Past performance regarding project budget control and construction change orders.
4. After the interviews by the interview committee, a selection of the top firm and alternates 2 and 3 shall be made based on the results of the scores from the interview forms from all committee members.

VII. CONTRACT NEGOTIATION AND CONTRACT APPROVAL

Comment: Clarification of Statement

- A. The selected top firm shall be promptly notified and furnished any supplemental data pertaining to Scope of Service and submission dates; and be asked to submit a "Not to Exceed" cost for the project based on an hourly manpower projection for each project task.
- B. The interview committee shall review the tasks with respective costs and negotiate with the firm so a final cost can be arrived at by both parties. The negotiations may require adjustment of scope, time requirements and furnished staff to meet the project budget.
- C. If the negotiations prove to be unsuccessful with the top firm, it will be the committee's option to begin negotiations with the second firm or re-interview the next two firms for the work.
- D. After the successful negotiations on a contract amount, the firm shall prepare and submit to the City a contract for the work which shall include the cost analysis as an attachment to the contract.

- E. After review and approval of the contract by the Common Council City, the consultant will be given the "Notice to Proceed" for the work.

VIII. CONSULTANT CRITIQUE

After a consultant contract has been completed, a critique of the project shall be completed by the staff members of the City which were directly involved with the contract.

A standard format shall be utilized and the results shall be kept with the consultant project file.

IX. OVER-SIGHT COMMITTEE

Comment: NEW Section

A. Any question, objection or grievance concerning a particular consultant selection, or a believed misuse or misinterpretation of the consultant selection procedure raised by any member of the Council, Mayor, staff or citizen of Rapid City shall be referred in writing to this committee. The committee shall periodically review no less than two times annually or as they deem necessary, actions of the various consultant selection committees. They shall be authorized to secure all written reports and interview any staff required to complete their investigation. They shall promptly investigate as they deem necessary, to determine if proper negotiation and selection procedures have been followed. Their report shall be a public document.

B. The purpose of this over-sight committee is to help assure that the public through the Consultant Selection procedure is receiving quality service at a fair and reasonable cost and that where possible there has been a reasonable distribution of work only to qualified consultants.

C. The committee should be of approximately five members with not more than two members of the Council, or one Council member and the Mayor. The remaining three (3) members would be selected from the community; but preferably they would be business or organization executives and managers with no direct business ties to City Hall personnel. They should have experience in evaluation and the hiring and dismissal of employees, or have experience in negotiation of contracts. **Members shall be appointed for three-year staggered terms by the mayor subject to confirmation by the Council.**

X. IMPLEMENTATION DATE

_____ 2003 and shall remain in effect until amended or repealed by the Common Council ~~Public Works Director~~ .